



Michigan Supreme Court

State Court Administrative Office

Trial Court Services Division

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone (517) 373-4835

MEMORANDUM

DATE: June 15, 2006

TO: Chief Judges
cc: Court Administrators, Regionals, Court Reporters, Recorders and Operators

FROM: Connie Daiss, Program Assistant

RE: New Process for Renewing Court Reporting and Recording Certifications

The State Court Administrative Office is pleased to provide court reporters and recorders with a new online process to renew their certifications. Renewal notifications were mailed to each certified reporter/recorder on June 7, and must be processed by August 1, 2006, to avoid a late fee. The online process requires each reporter or recorder to sign on with a username and password, and then update his or her personal information.

Attached is a copy of the memo mailed to individual reporters and recorders, along with the step-by-step instructions for renewing certifications online. After the memo was mailed, we were informed that the option for paying the renewal fee by credit card will not be available until later this summer. The online renewal process is active; it is only the credit card payment function that is not yet operational. Reporters, recorders, and operators should process their renewals online following the enclosed instructions and select the "payment by check" option. Checks should be made payable to the State of Michigan and mailed to: Certification, P.O. Box 30048, Lansing, MI 48909.

If you have any questions regarding this process, please contact me at 517-373-9526 or daissc@courts.mi.gov.



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MEMORANDUM

DATE: June 7, 2006

TO: All Michigan Certified Court Reporters, Recorders and Operators

FROM: Connie Daiss, Program Assistant
Michigan Court Reporting/Recording Board of Review

RE: Annual Certification Renewal

The State Court Administrative Office (SCAO) is pleased to announce a new online process for renewing court reporting and recording certifications. Enclosed with this memo are step-by-step instructions for using the online renewal process. The renewal fee is \$30. If you have multiple certifications, the fee is still \$30 regardless of the number of certifications being renewed. The system allows reporters and recorders to pay for renewals using Visa or MasterCard. A confirmation of the transaction is sent immediately after processing.

MCR 8.108 requires that reporters and recorders work in the field of court reporting in the year preceding renewal (September 1, 2005 – August 31, 2006) in order to renew certification. You must complete the work history section of the renewal application. CEO applicants are required to have a minimum work history of 10 hours for the period and provide their chief judge's signature as verification of their work history. The online system offers a downloadable signature page for your chief judge to sign. Mail the form to: Certification, State Court Administrative Office, P.O. Box 30048, Lansing, MI 48909.

Court reporters and recorders have been required to provide the address of their residence regardless if mail is received at that address. The new system allows you to indicate your residence address, your mailing address, and a business address, if applicable. Please be sure to verify that all addresses and phone numbers are current and include the phone extension if applicable. SCAO only provides business information to the public.

SCAO anticipates being able to provide vital information in a more timely manner via e-mail notification. If you have an e-mail address, please be sure to provide it. You may provide either a home or business e-mail address.

Annual Renewal Notification

June 7, 2006

Page 2

Certification renewals must be processed by August 1, 2006, to avoid a late fee. The online system will automatically charge the late fee after August 1. Manually processed applications received after the deadline without the additional late fee included will be returned unprocessed. Applications received after September 1 must be presented to the Board of Review for authorization to renew.

SCAO is excited about this new online system and encourages you to process your certification renewal online. If you are unable to process your certification with the new online system, you may download the renewal application from our website <http://courts.michigan.gov/scao/courtforms/crr/scao11.pdf>. Complete the form and mail it with your payment to the address indicated on the form.

Reporters and recorders should receive their 2007 certification card within two to four weeks after receipt of payment **if processed using the online method**. If you do not receive your new card within this time frame, please send an e-mail to daissc@courts.mi.gov including your name, certification number and confirmation number. If you **mail in** your renewal application and do not receive your new card by September 15, please send an e-mail to the same address and include your name, certification number, check number and approximate date of mailing.

If you have any questions regarding this information or have trouble with the renewal process, you may call me at 517-373-9526.

Before you start:

To renew your certification through the Court Reporter and Recorder Certification System (CoRReCS), you'll need the certification number, last name, date of birth, and home zip code we have on file for you. If you feel your information may be missing or incorrect, please contact Connie Daiss at (517) 373-9526 to update it. You'll also need a valid e-mail address.

Creating a user account:

1. Go to <http://courts.michigan.gov/correcs>.
2. Under Create New Account, click on existing certification number.
3. Enter your certification number, last name, date of birth, and home zip code, and then click the Continue button.
4. A message will indicate if the system was able to match the information you entered with your certification record, otherwise you will need to correct any erroneous data and click the Continue button again.
5. Enter your e-mail address and password twice, and then click the Create Account button.
6. Verify that your address and employment information is correct, make any necessary corrections, and then click the Save button.
7. You will receive an e-mail to keep for your records indicating that you have successfully created a CoRReCS account.

Renewing your certification:

1. Click on renewal tab.
2. Select the certifications you are renewing.
3. Enter the type of equipment you use.
4. Indicate whether you have been convicted of a felony and explain the circumstances.
5. Select the payment type, and then click the Continue button.
6. A form will be displayed for CEO's that must be printed and signed by your judge, then mailed to the address indicated on the form.
7. Follow the appropriate steps below for payment instructions.
8. You will receive a confirmation screen and e-mail for your records indicating that you have successfully renewed your certification.
9. Upon receipt of payment you should receive your certification card in the mail within two to four weeks.

Paying by credit card:

1. Enter the credit card type, number, and expiration date.
2. Enter the card holder's name.
3. Enter the credit card billing address.
4. Click the Submit Payment button only once.
5. The following screen will indicate if the credit card payment was successful, otherwise you will need to correct any erroneous data and click the Submit Payment button again.
6. Your confirmation e-mail will also serve as your payment receipt.

Paying by check:

Mail your check including your certification number to the address indicated on the confirmation screen.